



DSW Card Renewal Procedure for CERT San Diego



Notice (posted 6/4/10): Starting today, the CERT San Diego program office will no longer process renewals for SDFD-issued DSW cards (if you still have this card and have not submitted a renewal it means that the card has expired and that you must retake the academy in order to rejoin CERT San Diego). The only DSW renewals that will be processed will be for the credit card-like DSW cards created by OES.

CERT Team Member can no longer submit DSW renewal forms directly to the CERT San Diego Program Office. Below is the new procedure for the proper renewal of a CERT San Diego DSW card. (DSW forms and photos of graduates starting with Academy 21 should be on file with the CERT San Diego Program Office.)

Step 1: Team member submits DSW renewal application (properly filled out—see document called “DSW Renewal Sample”), a digital headshot (if not on file with CERT office), a list of their qualifying activities to their Team Leader.

Step 2: Team Leaders verify that the dates and information related to qualifying activities are accurate according to the monthly records submissions. Once verified, Team Leaders will put this data into the ***proper format*** (according to the document, “CERT SD Team Leader-Battalion Liaison DSW Submission Sheet Guide”) and submit both this sheet and DSW form to their Battalion Liaison before the deadline noted in aforementioned pdf document.

Step 3: The Battalion Liaison will then submit the original DSW form (copies and/or electronic versions are not accepted by OES) and DSW Submission Sheet to the CERT San Diego Program Office BEFORE THE FIRST DAY OF EVERY EVEN NUMBERED MONTH. (It is requested that Battalion Liaisons gather all forms before submitting to the CERT San Diego Program Office.)

Please note! The CERT San Diego Program office will no longer process any DSW renewals that are NOT sent in through the chain of command described above.

Upcoming DSW Submission Deadlines for 2011:

February 1, 2011
April 1, 2011
June 1, 2011
August 1, 2011
October 1, 2011
December 1, 2011